Raffle Procedures:
1. Book table space with the Student Life Office and complete an *On-Campus Activity Request Form*
2. Return the completed form to the Student Life Office along with a flyer for approval
   a. The flyer MUST include the following:
      i. Club Name
      ii. Date(s) raffle tickets will be sold
      iii. Price of tickets (Ticket price not to exceed $2 per ticket)
      iv. Date and time when the drawing will take place
      v. Who the raffle proceeds will benefit (club, non-profit organization, etc.)
      vi. Prizes to be awarded (if known at time of submission)
      vii. The following language MUST be on all raffle flyers:

Raffle is conducted by MWCC Student Services in conjunction with Mount Wachusett Community College Foundation, Inc., a not for profit 501(c) (3). IRS# 23-7136083

3. If gift cards/certificates will be awarded they must be submitted to the Student Life Office immediately upon purchase/donation to be stored in the safe until pick up. Photo copies should be made for display purposes. Purchase of gift cards MUST be preapproved by the Student Life Office.
4. Money and alcoholic beverages shall not be used as prizes.
5. Retain all original receipts and submit to the Student Life Office with a completed *Expense Request Form* for reimbursement (NOTE: Sales tax is not reimbursable).
6. A 5% state tax on the gross proceeds is required and the sponsoring club/organization is responsible for paying this tax.
7. If tickets are being sold off campus, the ticket should include drawing date, prizes, price, and the name of organization sponsoring the raffle, as well as, the name of the organization that the proceeds will be donated to (if applicable).
8. Schedule club members to work the raffle table on the date of the raffle.
9. Prior to the day of the raffle, *Raffle Pick-up Slips* (one for each prize) must be completed by the club/organization.
10. On the day(s) of the raffle:
    a. Arrive early to set-up the table, signage, decorations, prizes, etc.
    b. A cash box, standard, 2-piece raffle tickets, and raffle jars may be obtained through the Student Life Office the day of the raffle.
    c. Clubs may provide their own “start-up” cash or request a small amount from the Student Life Office.
    d. If tickets are being sold for different prices ($1 for 1, $5 for 7) be sure to track how many are sold at what price using the *Raffle Ticket Log Sheet* which may be found on the Student Life webpage.
    e. It is recommended that when students change shifts for table coverage, both parties count the money in the cash box at the time of shift change and document the total.
    f. At any point during the raffle, the club wishes to put some of the proceeds in the Student Life safe so as not to have too much cash in the cash box they may do so by contacting the Student Life Office.
    g. Do not leave the cash box and/or prizes unattended, always be sure that someone is available to cover the table.
    h. If the raffle will last more than one day the prizes may be stored in the Student Life Office or storage room as long as prior arrangements are made to ensure space is available.
    i. At the end of each day (multi-day raffles) all proceeds MUST be counted and turned in to the Student Life Office to be stored in the safe. Under no circumstances may club funds be taken home with club members.
    j. When the raffle is scheduled to end and winners drawn, please adhere to the following:
       i. A Student Life representative MUST be present (If no one from Student Life is available then a club advisor must be present)
       ii. The drawing must take place in a public location (usually wherever the raffle tickets were being sold) at the date and time advertised on the flyers.
       iii. *Raffle Pick-up Slips* must be filled in with the name of the winner and the winning ticket stapled to the slip immediately after drawing the ticket.
       iv. All prize winners MUST claim prizes from the Student Life Office.
    k. When the raffle concludes, all money must be brought to the Student Life Office along with the completed *Raffle Form* so that the state tax money may be taken from the proceeds. **DO NOT** deposit raffle proceeds into the club account until after the tax money has been taken out.

*Note: All necessary forms may be found on the Student Life webpage at mwcc.edu/campus-life/student-life/*

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